

ADMINISTRATIVE - INTERNAL USE ONLY

ODP # 81-448

DDA 81-0723

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Career Boards and Panels

1. After reviewing the Agency's comparative evaluation system, it is clear to me that this system is highly effective in meeting the needs of management and employees. The efficiency of the process by which we carry out this system, however, can stand some improvement. Stated simply: we devote a great deal of time to career board and panel activities. Although there are a number of modifications I am exploring for possible future use, there are two that should be implemented immediately:

A. Career panels will be composed of three voting members. Career board membership will remain unchanged. In addition, each career board/panel will have one non-voting career management/personnel advisor to perform the required staff work and ensure that Agency and career service personnel policies are followed.

B. Value to the Agency rankings will be restricted to once a year. You may continue to promote annually or semi-annually. If you choose the latter, the semi-annual ranking will be restricted to a promotion ranking only based on the annual value to the Agency ranking conducted six months earlier. This policy will be implemented immediately in subgroups which promote on an annual basis. Those subgroups promoting semi-annually will implement this policy following completion of fiscal year 1981 semi-annual (optional) promotions.

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2. If you have questions concerning the implementation of these new policies, please contact the DDA/CMO on extension

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Max Hugel

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